**Guidance Counselor Advisory Plan and Program**

**Every Month Duties**

* Generate newsletters for students and parents.
* Send transcripts to colleges.
* Send ACT scores to colleges.
* Help students register for ACT and PSAT.
* Read and respond to mail and email.
* Provide information on volunteer opportunities, scholarships, financial aid, colleges, careers, etc.
* Provide personal counseling.
* Monitor grades, pull grades on Wed. contact each student on the fail list and discuss with them what they need to do to get grades up by the following Monday so they do not end up ineligible for extracurricular activities.
* Update daily discipline records; notify students of detentions as well as detention monitors.
* Respond to parent concerns.
* Respond to teacher concerns.
* Attend SAT and IEP meetings.
* Provide referrals to outside organizations.
* Register any new students.
* Attend meetings with administration.
* Update bulletin boards with new information.
* Post announcements about important events, college representative visits.
* Keep files updated.
* Write letters of recommendation.
* Coordinate and process college and scholarship applications.
* Work with SPED department and classroom teachers on placement issues.
* Procter online classes for Northeast Community College.
* Fill in requests from outside agencies for student information for honors and awards.

**Specific Duties by Month**

August/September

* Present at new student orientation meeting.
* Present at parent night.
* Register new students (getting schedules, adding credits/requirements.
* Finalize students schedules.
* Make schedule changes.
* Help students register for dual college credit classes/ACE applications.
* Updating student files (ACT, summer classes high school and college).
* Print report cards.
* Attend parent-teacher conferences.
* Assist in planning and attend College Night.
* Plan college campus visits for grades 8-11.

October

* Administer Terra Nova test to 7th grade students.
* Administer Plan tests to 8th and 9th grades.
* Administer Explore tests to 10th grade.
* Administer PSAT test.
* Coordinate Wayne State College Career Day for sophomores.
* Coordinate Business Career Day at Northeast Community College
* Coordinate meeting of a priest to speak to junior boys about the priesthood.
* Present to the Louis and Abby Faye Dinklage Board asking for scholarship funds for our seniors. Present the proper paper work.
* Coordinate ASVAB testing with the junior class and National Guard.

November

* Coordinate Financial Aid meeting night sponsored by EducationQuest.
* Coordinate Veterinary Technician Day Sponsored by Northeast Community College.

December

* Help students interpret test result for Terra Nova, Plan and Explore.
* Coordinate program for seniors called Credit Card Blues sponsored by the Cuming County Extension Office.
* Print report cards.
* Make adjustments to semester 2 schedules.
* Print schedules.

January

* Finalize schedules for semester 2.
* Monitor student requirements.

February

* Begin work on schedule for following year.

March

* Organize and attend Scholarship Committee meeting.
* Print report cards.
* Check seniors’ requirements.
* Register students for next year’s classes.
* Administer John Baylor Test Prep to juniors.

April

* Order test materials for next year (Terra Nova, Explore, Plan).
* Continue to finalize schedules for students and teachers.
* Complete Honor’s Night Preparations.

May

* Coordinate Etiquette Day for seniors sponsored by Cuming County Extension office.
* Prepare for and attend graduation.
* Finalize transcripts and grades.
* Process year end closeout for Sycamore (Student Information Management System).
* Print report cards.